



# School User Manual

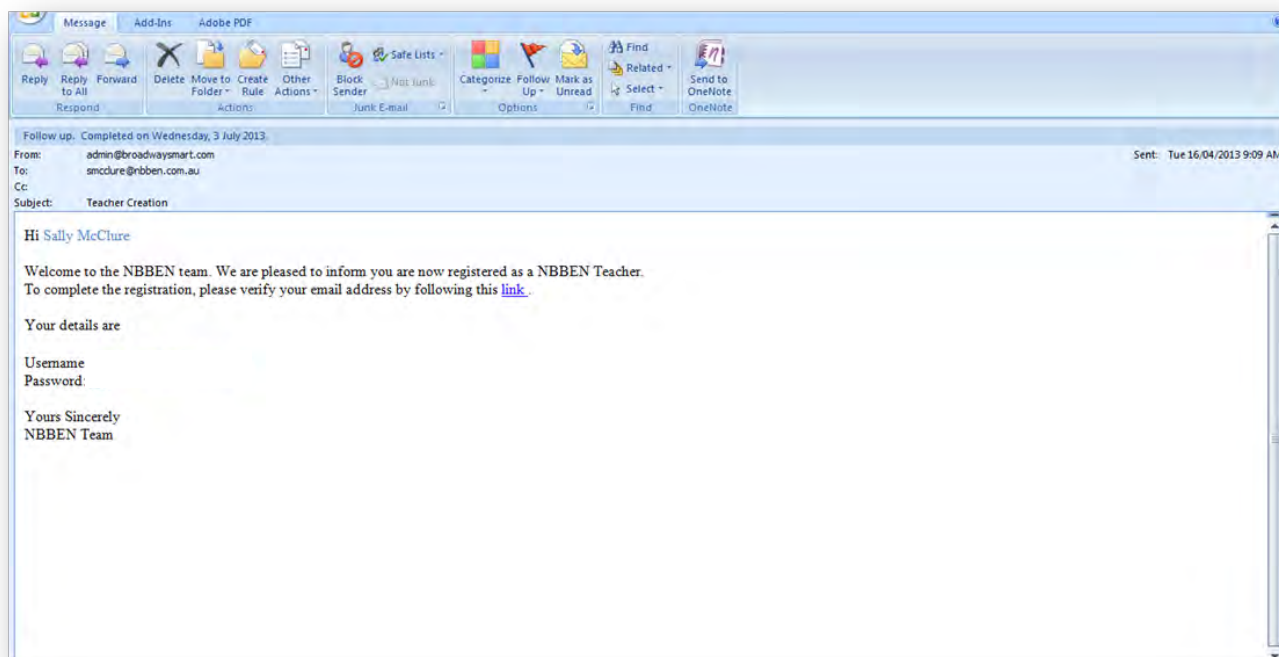


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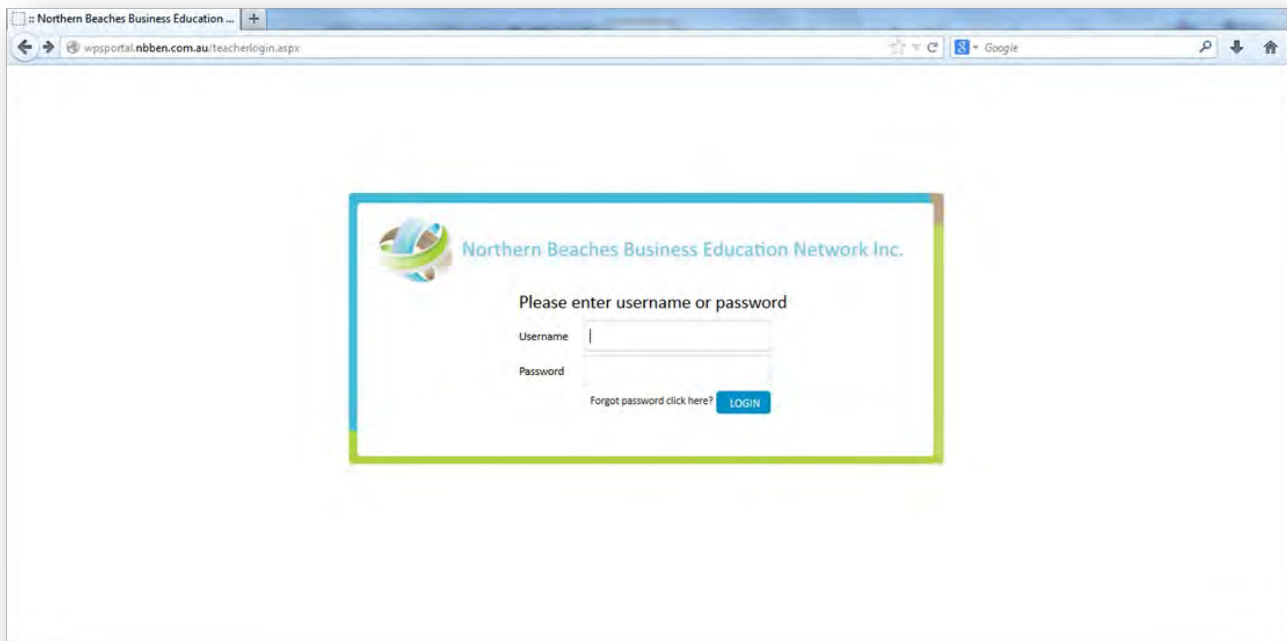
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## 2. Industry Connect Set Up

Please check with Northern Beaches Business Education Network (NBBEN) to see if you already have an account. If not, they will set up one for you and you will receive the following email including your User Name and Password shortly after:



Once received, you will need to verify your email address. To do this, please remember your Username and Password, follow the link in the email and log in:



The screenshot shows a web browser window with the address bar displaying "wpsportal.nbben.com.au/teacherlogin.aspx". The page features the Northern Beaches Business Education Network Inc. logo and a login form. The form includes fields for "Username" and "Password", a "Forgot password click here?" link, and a "LOGIN" button.

Northern Beaches Business Education Network Inc.

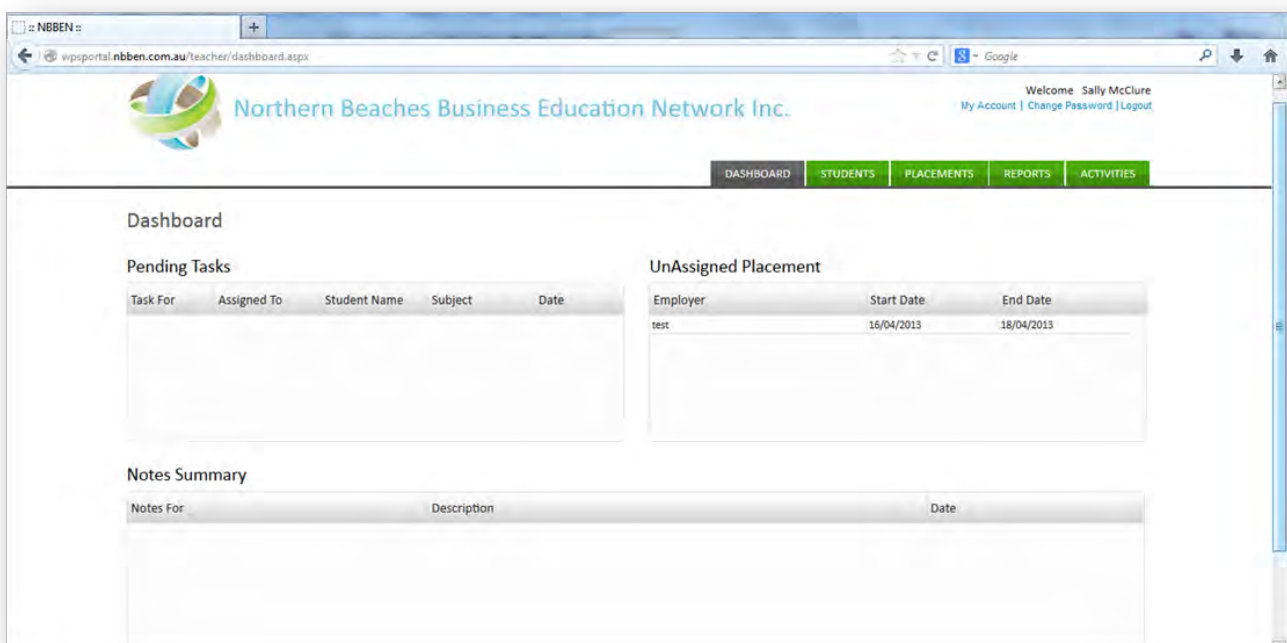
Please enter username or password

Username

Password

[Forgot password click here?](#)

Before continuing – ensure you check your details located in My Account found in the top right-hand corner.



The screenshot shows the dashboard of the Northern Beaches Business Education Network Inc. The page includes a navigation bar with tabs for "DASHBOARD", "STUDENTS", "PLACEMENTS", "REPORTS", and "ACTIVITIES". The dashboard content is divided into three main sections: "Pending Tasks", "UnAssigned Placement", and "Notes Summary".

Northern Beaches Business Education Network Inc.

Welcome Sally McClure  
[My Account](#) | [Change Password](#) | [Logout](#)

**DASHBOARD** STUDENTS PLACEMENTS REPORTS ACTIVITIES

**Dashboard**

**Pending Tasks**

Task For	Assigned To	Student Name	Subject	Date
----------	-------------	--------------	---------	------

**UnAssigned Placement**

Employer	Start Date	End Date
test	16/04/2013	18/04/2013

**Notes Summary**

Notes For	Description	Date
-----------	-------------	------

**PLEASE NOTE:** If you change any of your account details or password, please ensure to advise the NBBEN team via email to: [wpsp@nbben.com.au](mailto:wpsp@nbben.com.au)

### 3. Student Registration

Industry Connect now allows students undertaking a VET/TVET subject to register online! The simple registration form should only take students a few minutes to complete and then they are registered for the year. Students (as well as yourselves) will receive a Username and Password, so if details change, they have access to make any required changes/updates.

**Link:** <http://wpsportal.nbben.com.au/studentregistration.aspx>

Alternatively, students can visit the NBBEN website ([www.nbben.com.au](http://www.nbben.com.au)) and follow the link at the top right hand corner under Work Placement.

The screenshot shows the 'Student Registration Form' for Northern Beaches Business Education Network Inc. The form is divided into several sections: Home School Details, Course Details, Personal Details, Guardian Details, Emergency Details, and Other Details. Each section contains various input fields, dropdown menus, and checkboxes. The form is designed to collect personal and contact information from students and their guardians. The 'Other Details' section includes checkboxes for 'Disability', 'Medical Condition', 'Aboriginal or Torres Strait Islander', and 'Non-English speaking background', each with a 'Yes' or 'No' option and a space for further specification. At the bottom, there is a 'Student Authorisation' checkbox and a statement of agreement.

**Northern Beaches Business Education Network Inc.**

### Student Registration Form

**Home School Details**

Your Home School Name\*  School Year\*

**Course Details**

Course Name\*  School Name\*

Are you doing another course other than the above VET course/s? ☐ Yes ☒ No

**Personal Details**

Gender\* ☐ Male ☐ Female

Your First Name\*  Your Surname\*

Date of Birth\*

Home Phone

Mobile +61

Email Address\*

Address1\*  Address2

Country\*  State\*  Suburb\*

Postcode\*

**Guardian Details**

Title  Relationship\*

First Name\*  Home Phone\*

Surname\*  Mobile +61

**Emergency Details**

Contact Name\*  Contact Phone Number\*

Relation to Student\*  Contact Mobile Number\* +61

**Other Details**

Do you have a Disability or Medical Condition that will affect you undertaking Workplacement or any other related programmes?

Disability\* ☐ Yes ☐ No If Yes, specify: (eg. physical, hearing, visual, etc)

Medical Condition\* ☐ Yes ☐ No If Yes, specify: (eg. physical, hearing, visual, etc)

Aboriginal or Torres Strait Islander\* ☐ Yes ☐ No

Non-English speaking background\* ☐ Yes ☐ No

Student Authorisation\* ☐ I agree to the above details being used by the NBBEN for the purpose of programme coordination and promotion.

Students are to complete the above 1 page online registration form at the **beginning** of Year 11 if undertaking a VET or TVET course. If students do not complete this registration, they cannot attend Work Placement.

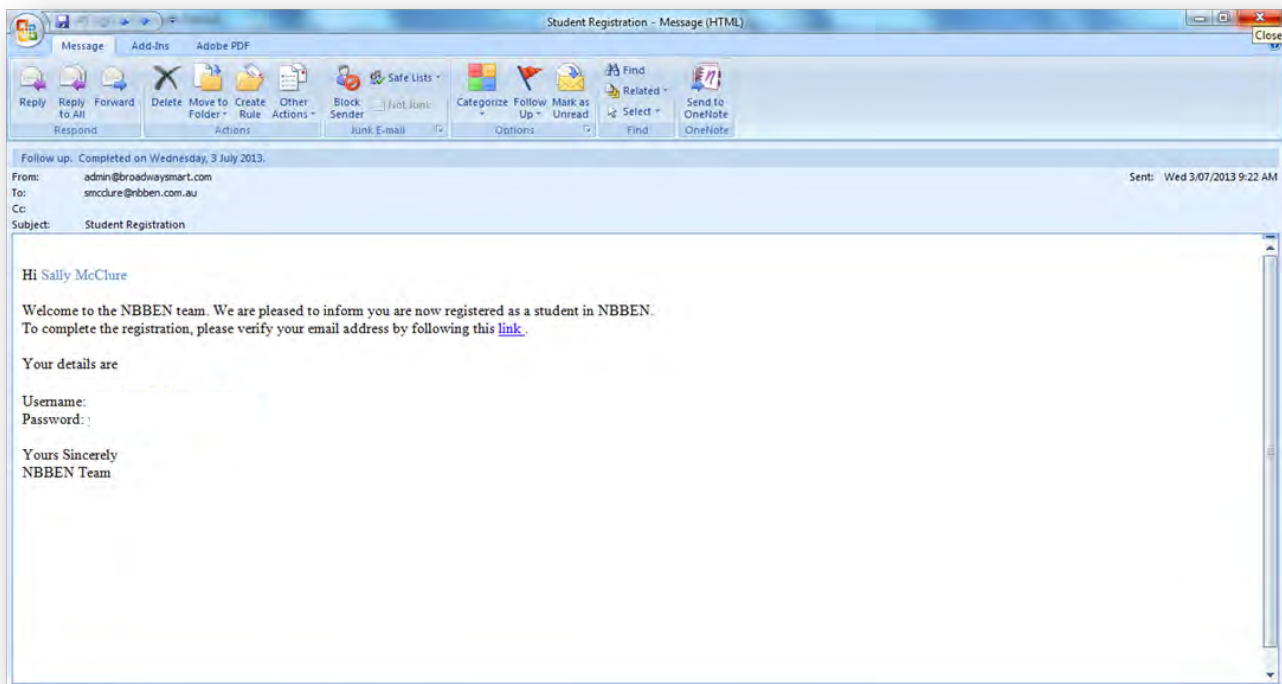
All fields on the Registration Form are self explanatory, however, please find below a table to confirm any confusion with some fields.

<b>Home School Details</b>	
Your Home School Name	Where the student is enrolled in school
School Year	Year student is currently in
<b>Course Details</b>	
Course Name	VET/TVET course student is undertaking
School Name	Where the student attends this course
<p><b>**If the student is undertaking more than one VET or TVET course, they click the 'YES' button next to 'Are you doing another course other than the above VET course/s'. Once clicked, another option will emerge underneath for Course Name and School Name.**</b></p>	
<b>Guardian Details</b>	All details must be completed in both sections (mandatory)
<b>Emergency Details</b>	
<b>Other Details</b>	All fields are mandatory in this section
Student Authorisation	By students clicking the box, they are agreeing to their details being correct and used by NBBEN Staff for Student Work Placement Programme

### Please note:

- 1) Students should register using their **SCHOOL** email address.
- 2) All fields with a red asterix (\*) are mandatory. Students are unable to submit their registration unless all fields are completed. If a field is missed, a reminder will pop up at the top of the form advising of the issue.
- 3) Once submitted, a confirmation note will appear in **RED** at the top of the screen.

Once students have registered, they will receive an automated email (to the email address provided on the Registration Form), asking to verify their registration. This email is similar to the email sent for Teacher Registration.



The link will open the following page, where students are required to enter their Username/Password and **Home** School Name.

A screenshot of the login page for the Northern Beaches Business Education Network Inc. The page features a blue header with the organization's logo and name. Below the header, there is a registration verification section with the question "Are you already registered with NBBEN?" and radio buttons for "Yes" (which is selected) and "No". Underneath, there are three input fields: "Username", "Password", and "Home School Name" (a dropdown menu with "Select" as the current selection). At the bottom of the form is a red "LOGIN" button and a link that says "Forgot password click here?".

If students need to change/update any details, they will need this User Name and Password to log into their account and make the required changes. As the students Teacher, you also have access to change details for students.

**Link:** <http://wpsportal.nbben.com.au/studentlogin.aspx>

Or as above, students can visit the NBBEN website ([www.nbben.com.au](http://www.nbben.com.au)) and follow the link at the top right hand side under Work Placement.

**Please Note:** Students DO NOT need to register multiple times if they undertake more than one VET and/or TVET course. As the students Teacher, please ensure the system is checked before a student registers to ensure they have not already registered from another RTO. If they have, all they will need to do is log onto their account and add another course.

The screenshot shows a web form titled "Student Registration Form". At the top right are "SUBMIT" and "CLEAR" buttons. The form is divided into sections: "Home School Details" (with dropdowns for "Your Home School Name" and "School Year"), "Course Details" (with dropdowns for "Course Name" and "School Name", and a question "Are you doing another course other than the above VET course/s" with "Yes" and "No" radio buttons), "Personal Details" (with fields for "Gender", "Your First Name", "Your Surname", "Date of Birth", "Home Phone", "Mobile", "Email Address", "Address1", "Address2", "Country" (set to "Australia"), "State", "Suburb", and "Postcode"), and "Guardian Details" (partially visible at the bottom). A red oval is drawn around the "Course Details" section.



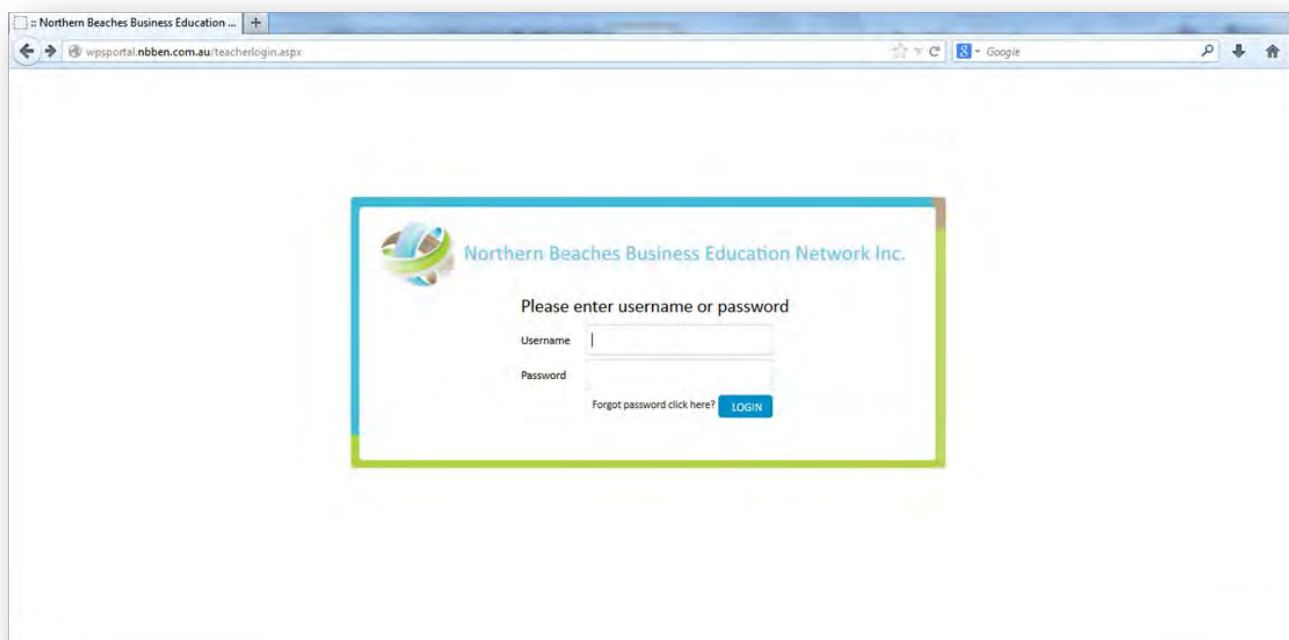
## 4. Teacher Login

### Understanding Your Dashboard

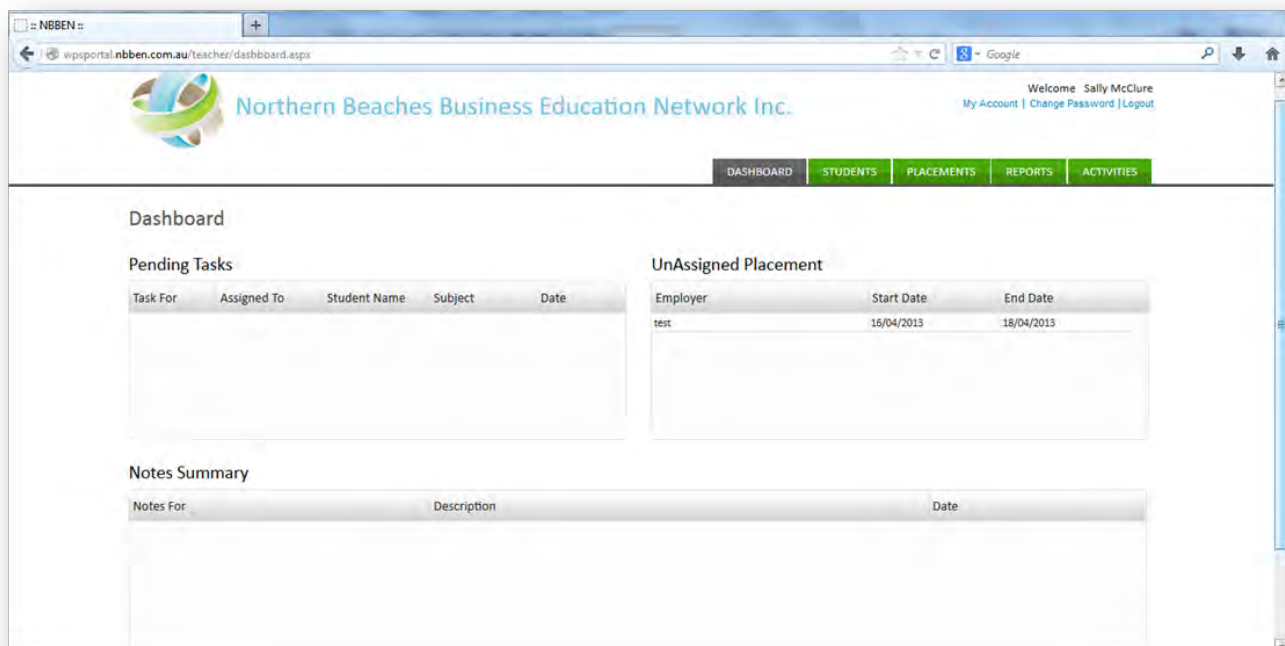
To login to Industry Connect, follow:

<http://wpsportal.nbben.com.au/teacherlogin.aspx>

Alternatively, you are able to follow the link available on the NBBEN website (same as above).



Your home page is called your **Dashboard**.



On your Dashboard, you are able to view any Pending Tasks, Unassigned Placements offered by Host Employers and any notes.

### **Pending Tasks**

Industry Connect allows you to create tasks/reminders for yourself other staff members from your school and NBBEN. This also works the other way around (NBBEN/other staff members create tasks for yourself). Any pending tasks are listed here as reminders.

*IE: NBBEN can create a task advising you that your students are ready to be allocated for a certain week.*

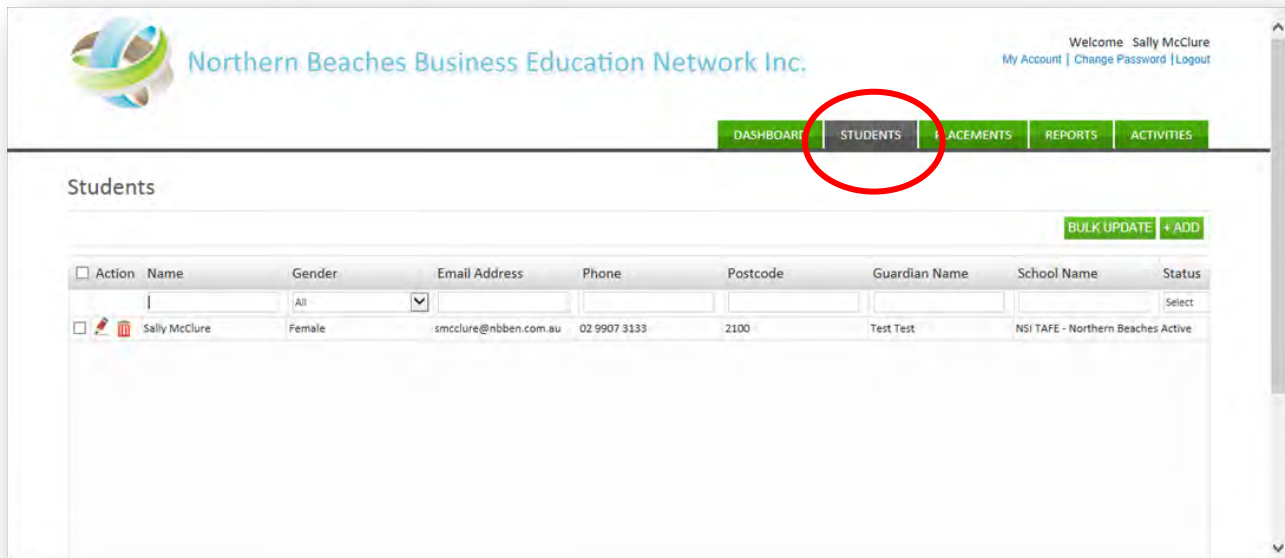
### **Unassigned Placements**

This list shows the latest opportunities NBBEN staff have entered. These opportunities are available to have students allocated to them.

### **Notes Summary**

Industry Connect also allows you to create notes. These can be created for different placements/employers/students etc.

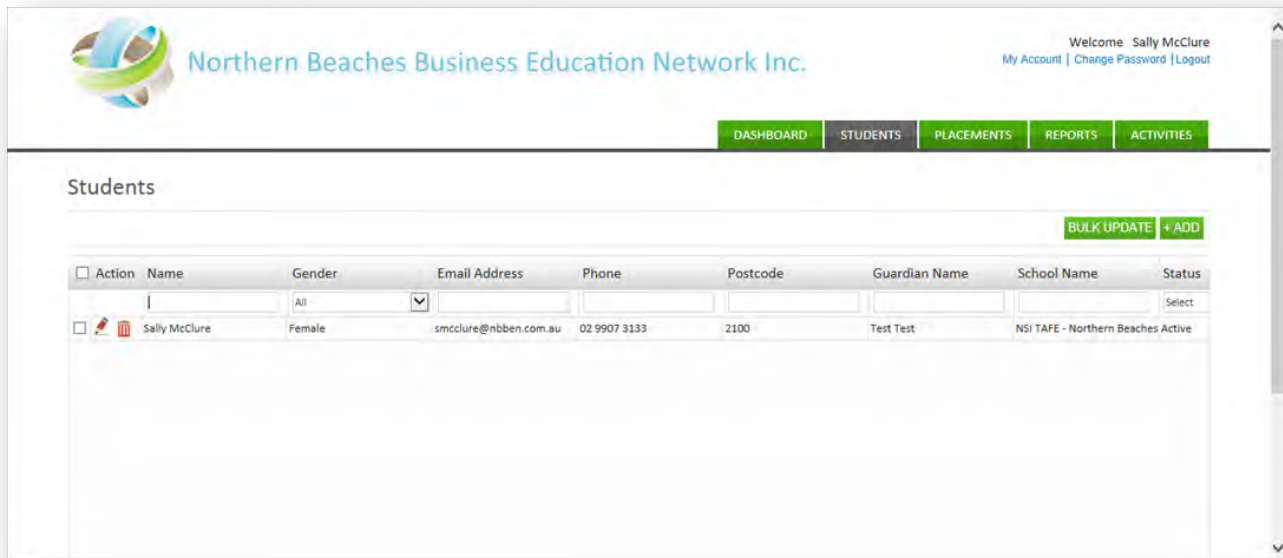
# Students Tab



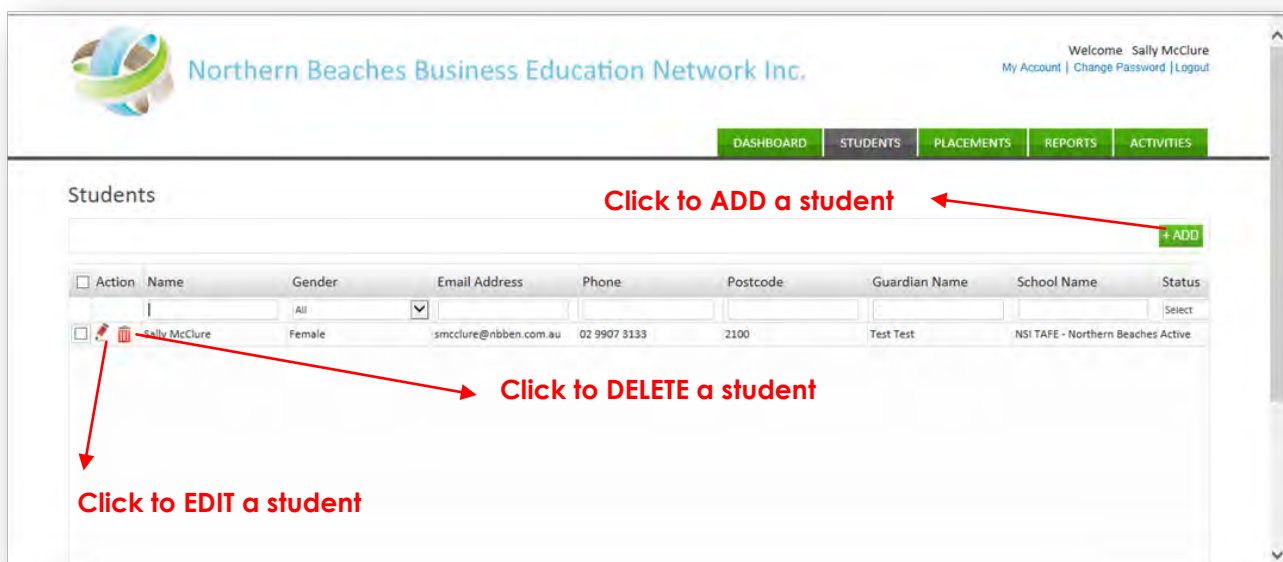
In the **Students Tab**, you are able to:

- 1) View all registered students (current and archived)
- 2) Add/Remove or Edit students
- 3) View/Add placement details
- 4) Enter all correspondence to do with students
- 5) Enter reminders/activities (tasks/notes) for all students/placements

## Viewing all registered students



This screen allows you to view all students who have registered for the Student Work Placement Programme under **YOUR SCHOOL**. All teachers under the same school will have access to all students from the corresponding school, not just the ones who are undertaking the corresponding vocation. Industry Connect allows this access in the event a teacher is away and a student needs to be allocated/placement details checked etc, another teacher from the same school has access.



**Please Note:** Deleting a student is **not** recommended. If a student leaves the school/ drops a course etc, change the student to 'Inactive'.

As the students Teacher, you have access to edit/update all students details. Click the **EDIT** button, this page will open:

**Northern Beaches Business Education Network Inc.**

Welcome Sally McClure  
My Account | Change Password | Logout

DASHBOARD STUDENTS PLACEMENTS REPORTS ACTIVITIES

Students » Main Details

+ SAVE X CANCEL

Main Details More Details Placements Correspondence Activities

**Student Details**

Surname\* McClure  
First Name\* Sally  
Address1\* Unit 1, Test St  
Address2  
Country\* Australia  
State\* NSW  
Suburb\* Test  
Postcode 2100  
Home Phone\* 02 9907 3133  
Mobile\* +61-0422423074  
Date of Birth\* 27/03/2013  
Gender\* Female  
Medicare#  
Email Address(Username)\* smcclure@nbben.com.au

**Management Details**

Student Status\* Active  
Coordinator\* Sally McClure  
Student Group\* 2013 WPSP  
Cluster/Region\* Northern Beaches - NSW Region 5  
Registration Date\* 03/07/2013  
Grade Year\* 11  
Second Language  
General Comments

**Student Guardian Details**

Title\* Select  
Guardian First Name\* Test  
Guardian Last Name\* Test  
Mobile\* +61-0422423074  
Guardian Home Phone\* 99073133  
Relation To Student\* Mother  
Guardian Medicare#  
Emergency Contact Name\* Test  
Emergency Contact Phone\* Test  
Emergency Contact Mobile\* +61-0422423074  
Emergency Contact Relation\* Mother

**Education Details**

**Home School Details**

Home School Name Year  
NSI TAFE - Northern Beaches Campus 11

**Course Details**

Course Name\* AUTO - Automotive - SI School Name\* NSI TAFE - Northern B  
Are you doing another course other than the above VET course/s ☐ Yes ☒ No

+ SAVE X CANCEL

As you can see, there are another 4 tabs available. The information the student provided in their Online Registration will appear here (MAIN DETAILS TAB).

As the students Teacher, you will need to ensure all details are correct and any missing details are entered/information advised to NBBEN if required.

**Once a class/student has registered, you are required to send the class list/ students name to NBBEN so we can finalise some details in the students registrations (IE: Management Details — circled above).**

## More Details Tab

The screenshot shows a web application interface with a tabbed menu at the top: Main Details, More Details (selected), Placements, Correspondence, and Activities. The 'More Details' tab contains several sections:

- Student Target Group & Categories:** A dropdown menu with 'Select' and a green plus icon.
- Enroll Areas of Study or Frameworks:** A dropdown menu with 'Select' and a green plus icon.
- Authorization Details:** A checkbox for 'Student Authorisation\*' with 'Yes' and 'No' options.
- Medical Details:** A section highlighted by a red circle, containing:
  - Doctor Name: Text input field
  - Doctor Phone: Text input field
  - Disability\*: Radio buttons for 'Yes' and 'No'
  - Medical Condition\*: Radio buttons for 'Yes' and 'No'
  - Aboriginal or Torres Strait Islander\*: Radio buttons for 'Yes' and 'No'
  - Non-English speaking background\*: Radio buttons for 'Yes' and 'No'
  - Medical Notes: Text area with up/down arrows
- Destination Details Brief:** A section containing:
  - Collection Date: Text input field
  - Primary Activity: Dropdown menu with 'Apprenticeship/trainees' selected
  - Secondary Activity: Dropdown menu with 'Apprenticeship/trainees' selected
  - Activity Notes: Text input field
  - Vocation If Employed: Dropdown menu with 'Select' selected
  - Vocation Notes: Text input field
  - Student Comments on program Performance: Text input field

At the bottom right, there are two buttons: '+ SAVE' and 'X CANCEL'.

***NBBEN staff will also update:  
Student Target Group & Categories  
Enroll Areas of Study or Frameworks***

As the students Teacher, you are responsible to ensure the students details are correct. If a student's disability/medical condition has been disclosed to the school, can you please ensure the appropriate boxes are ticked (circled above) and the notes are written in the 'Medical Condition' box. This is so NBBEN can source appropriate Host Employers.

## Placements Tab

This tab is where you can view the student's placement status.

The screenshot shows the 'Students » Placement' page. At the top, there is a navigation bar with tabs: DASHBOARD, STUDENTS, PLACEMENTS, REPORTS, and ACTIVITIES. Below this, the page title is 'Students » Placement'. There is a search bar and a '+ X CANCEL' button. The main content area has tabs: Main Details, More Details, Placements (selected), Correspondence, and Activities. The 'Placement Edit' form contains the following fields:

Field	Value
Employer	Bill Buckle Auto's PTY LTD
Allocated School	NSI TAFE - Northern Bea
Inspecting Teacher	Sally McClure
Placed Student	Sally McClure
Start Date	22/07/2013
End Date	26/07/2013
Vocation	AUTO - Automotive - Sta
Status	Confirmed
Placed For	Sally McClure
Placement Pattern	One Week Block
Placement Mode	Structured Work Placeme
Area of Study	Automotive
Documentation	Completed
Total Hours	36.00
Total Days	5
Batch	

At the bottom of the form, there is a '+ X CANCEL' button.

## Correspondence Tab

Industry Connect allows you to enter all correspondence you or other corresponding teachers have with a student. You are also able to run & print a report of all correspondence for the student.

The screenshot shows the 'Students » Correspondence' page. At the top, there is a navigation bar with tabs: DASHBOARD, STUDENTS, PLACEMENTS, REPORTS, and ACTIVITIES. Below this, the page title is 'Students » Correspondence'. There is a search bar and a '+ SAVE X CANCEL' button. The main content area has tabs: Main Details, More Details, Placements, Correspondence (selected), and Activities. The 'Details of correspondence' form contains the following fields:

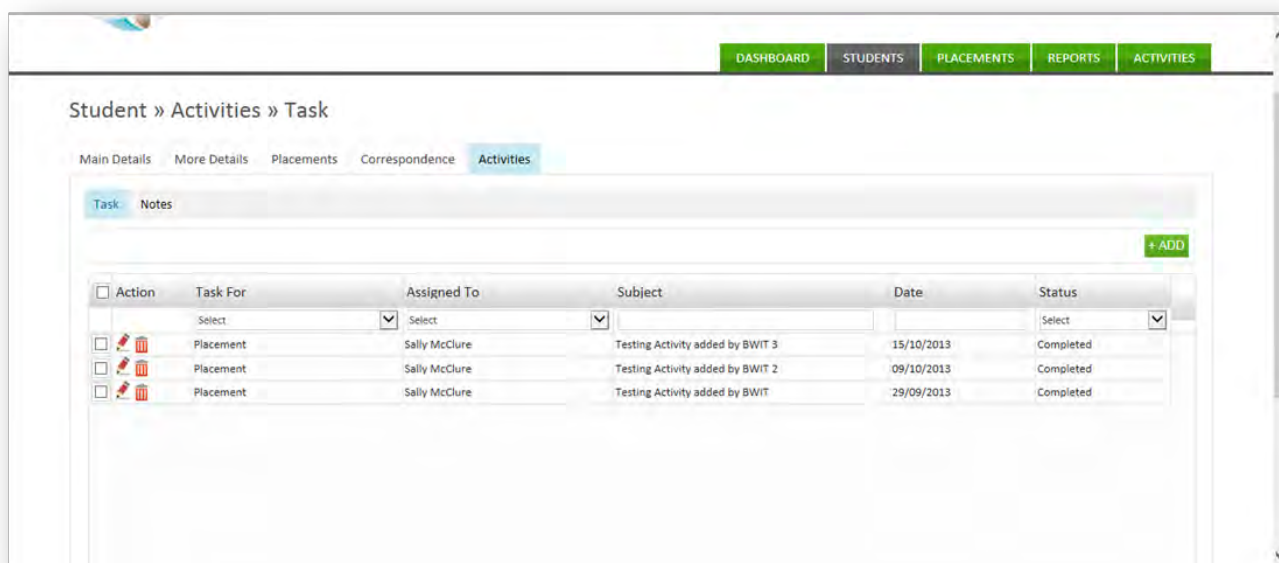
Field	Value
Date *	
Person Contacted *	
Contact Method *	Select
Details of correspondence *	

At the bottom of the form, there is a '+ SAVE X CANCEL' button.

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## Activities Tab

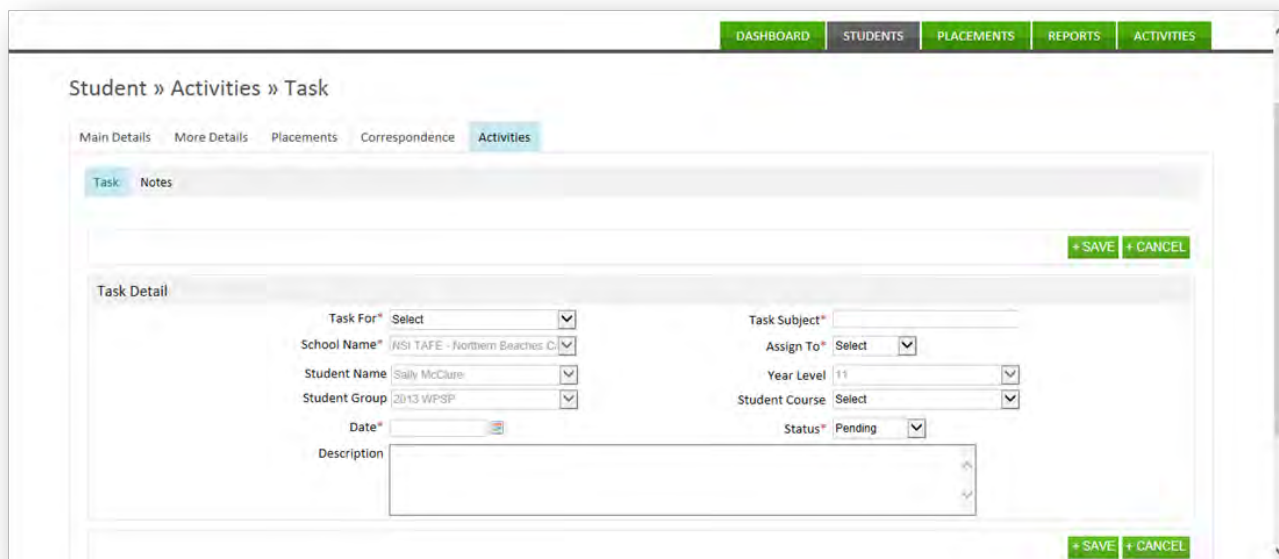


The screenshot shows the 'Student » Activities » Task' page. At the top, there is a navigation bar with tabs: DASHBOARD, STUDENTS, PLACEMENTS, REPORTS, and ACTIVITIES. Below this, the page title is 'Student » Activities » Task'. There are sub-tabs: Main Details, More Details, Placements, Correspondence, and Activities. The 'Activities' tab is selected. Below the sub-tabs, there is a 'Task' tab and a 'Notes' tab. A '+ ADD' button is visible in the top right corner. The main content area displays a table with the following columns: Action, Task For, Assigned To, Subject, Date, and Status. The table contains three rows of data:

Action	Task For	Assigned To	Subject	Date	Status
<input type="checkbox"/>	Select	Select			Select
<input type="checkbox"/>	Placement	Sally McClure	Testing Activity added by BWIT 3	15/10/2013	Completed
<input type="checkbox"/>	Placement	Sally McClure	Testing Activity added by BWIT 2	09/10/2013	Completed
<input type="checkbox"/>	Placement	Sally McClure	Testing Activity added by BWIT	29/09/2013	Completed

One of the great things Industry Connect allows you to do is create Tasks. Tasks can be made for yourself, another teacher in your school or NBBEN staff, they can also be made for you by another teacher or NBBEN staff.

You are able to create a Task by clicking **ADD**, which will take you to this screen:



The screenshot shows the 'Student » Activities » Task' page with the 'Task Detail' form. The navigation bar and sub-tabs are the same as in the previous screenshot. The 'Task' tab is selected. The form contains the following fields:

- Task For\*: Select (dropdown)
- School Name\*: RSI TAFE - Northern Beaches C. (dropdown)
- Student Name: Sally McClure (dropdown)
- Student Group: 2013 WPSP (dropdown)
- Date\*: (text input)
- Task Subject\*: (text input)
- Assign To\*: Select (dropdown)
- Year Level: 11 (dropdown)
- Student Course: Select (dropdown)
- Status\*: Pending (dropdown)
- Description: (text area)

There are '+ SAVE' and '+ CANCEL' buttons at the top right and bottom right of the form.

You can create tasks/notes for certain placements/students/teachers/employers etc.


As per the beginning of this User Guide, you can view your most recent Tasks & Notes on your Dashboard.



# Placements Tab

The Placements Tab allows you to view all opportunities and placements.

In this tab, you are also able to allocate students to Host Employers online.  
You are also able to filter the placements by all fields listed above.













Northern Beaches Business Education Network Inc.

Welcome Sally McClure  
[My Account](#) | [Change Password](#) | [Logout](#)

DASHBOARDSTUDENTS**PLACEMENTS**REPORTSACTIVITIES

Placement

<input type="checkbox"/> Action	Employer	Vocation	Status	Placed Student	Start Date	EndDate	Allocated School
<input type="checkbox"/>	 Design It Landscapes Pty. Ltd.	CONS11 - Construction Year 11 HSC	Opportunity		13/10/2014	17/10/2014	NSI TAFE - Northern Beaches Campu
<input type="checkbox"/>	 Design It Landscapes Pty. Ltd.	CONS11 - Construction Year 11 HSC	Opportunity		21/07/2014	25/07/2014	NSI TAFE - Northern Beaches Campu
<input type="checkbox"/>	 Design It Landscapes Pty. Ltd.	CONS11 - Construction Year 11 HSC	Opportunity		21/07/2014	25/07/2014	NSI TAFE - Northern Beaches Campu
<input type="checkbox"/>	 Design It Landscapes Pty. Ltd.	CONS12 - Construction Year 12 HSC	Opportunity		07/07/2014	11/07/2014	NSI TAFE - Northern Beaches Campu
<input type="checkbox"/>	 Design It Landscapes Pty. Ltd.	CONS12 - Construction Year 12 HSC	Opportunity		07/07/2014	11/07/2014	NSI TAFE - Northern Beaches Campu
<input type="checkbox"/>	 Pilu at Freshwater - CC	HOSP12 - Hospitality CC Year 12 HSC	Opportunity		29/09/2014	03/10/2014	NSI TAFE - Northern Beaches Campu
<input type="checkbox"/>	 Pilu at Freshwater - CC	HOSP12 - Hospitality CC Year 12 HSC	Opportunity		29/09/2014	03/10/2014	NSI TAFE - Northern Beaches Campu
<input type="checkbox"/>	 H2O Café / Restaurant	HOSP11 - Hospitality CC Year 11 HSC	Opportunity		13/10/2014	17/10/2014	NSI TAFE - Northern Beaches Campu
<input type="checkbox"/>	 H2O Café / Restaurant	HOSP12 - Hospitality CC Year 12 HSC	Opportunity		29/09/2014	03/10/2014	NSI TAFE - Northern Beaches Campu
<input type="checkbox"/>	 H2O Café / Restaurant	HOSP12 - Hospitality CC Year 12 HSC	Opportunity		07/07/2014	11/07/2014	NSI TAFE - Northern Beaches Campu

## Allocating a student to a placement

Industry Connect allows you as a VET Coordinator/Teacher, to view available placements as NBBEN staff do. You will have access to placements for the whole year, with months in advance. You are also able to allocate students to Host Employers online with one simple button!

**Once you have allocated a class/single placement — advise the NBBEN staff so we can confirm the placements.**

Allocations must be completed at least 4 weeks prior to placement. NBBEN will proceed confirming the placements and confirmations can be printed by either yourselves (the school) or NBBEN. Signed Host Employer Forms (pages 2 and 3 of the Student Placement Record will be emailed to the corresponding teacher by NBBEN).

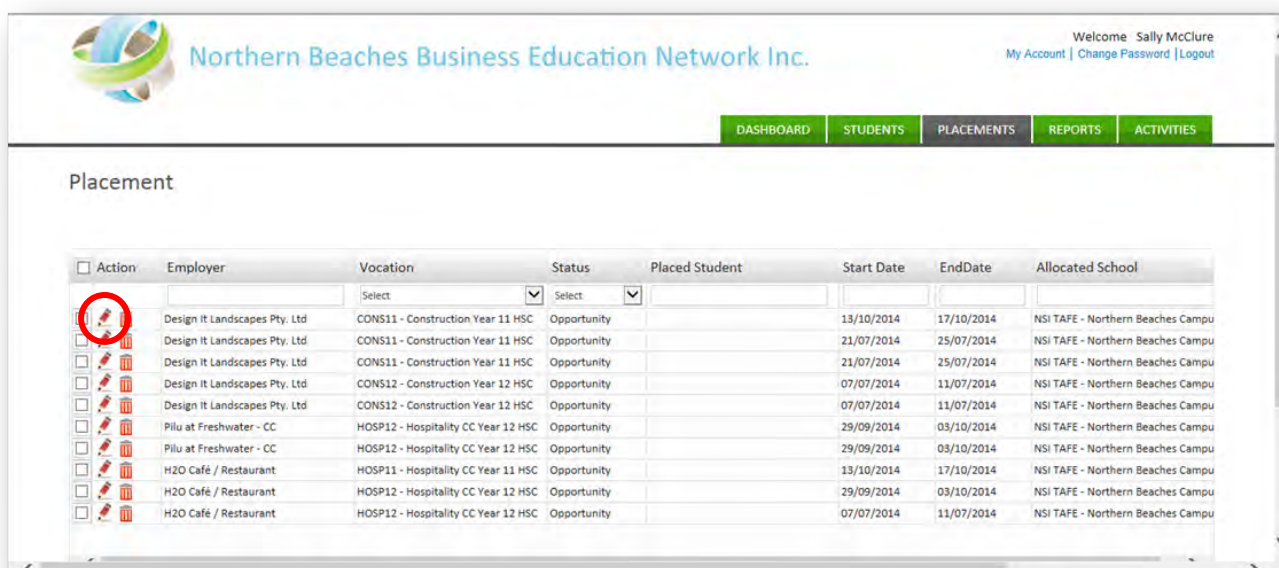
### Steps to Allocate:

Step 1: Ensure student has registered











Step 2: Choose the opportunity you are allocating

*As you have access to all courses/opportunities available for your school, you will need to filter the available placements for your class. You are able to filter by class (choose from drop down under Vocation) or by date. We recommend to filter by class and then date so you allocate to the correct dates.*

Step 3: Click the **EDIT** button (pencil circled)



Placement

Action	Employer	Vocation	Status	Placed Student	Start Date	EndDate	Allocated School
	Design It Landscapes Pty. Ltd	CONS11 - Construction Year 11 HSC	Opportunity		13/10/2014	17/10/2014	NSI TAFE - Northern Beaches Campu
	Design It Landscapes Pty. Ltd	CONS11 - Construction Year 11 HSC	Opportunity		21/07/2014	25/07/2014	NSI TAFE - Northern Beaches Campu
	Design It Landscapes Pty. Ltd	CONS11 - Construction Year 11 HSC	Opportunity		21/07/2014	25/07/2014	NSI TAFE - Northern Beaches Campu
	Design It Landscapes Pty. Ltd	CONS12 - Construction Year 12 HSC	Opportunity		07/07/2014	11/07/2014	NSI TAFE - Northern Beaches Campu
	Design It Landscapes Pty. Ltd	CONS12 - Construction Year 12 HSC	Opportunity		07/07/2014	11/07/2014	NSI TAFE - Northern Beaches Campu
	Pilu at Freshwater - CC	HOSP12 - Hospitality CC Year 12 HSC	Opportunity		29/09/2014	03/10/2014	NSI TAFE - Northern Beaches Campu
	Pilu at Freshwater - CC	HOSP12 - Hospitality CC Year 12 HSC	Opportunity		29/09/2014	03/10/2014	NSI TAFE - Northern Beaches Campu
	H2O Café / Restaurant	HOSP11 - Hospitality CC Year 11 HSC	Opportunity		13/10/2014	17/10/2014	NSI TAFE - Northern Beaches Campu
	H2O Café / Restaurant	HOSP12 - Hospitality CC Year 12 HSC	Opportunity		29/09/2014	03/10/2014	NSI TAFE - Northern Beaches Campu
	H2O Café / Restaurant	HOSP12 - Hospitality CC Year 12 HSC	Opportunity		07/07/2014	11/07/2014	NSI TAFE - Northern Beaches Campu

Once you have chosen the placement and clicked EDIT, it will take you to this page:

The screenshot shows the 'Northern Beaches Business Education Network Inc.' website. The user is logged in as Sally McClure. The 'PLACEMENTS' tab is selected in the navigation bar. The 'Placements' section has a '+ SAVE' and 'X CANCEL' button. Below this is the 'Placement Edit' form. The form contains the following fields:

Field	Value
Employer	Design It Landscapes Pty. Ltd.
Allocated School	NSI TAFE - Northern Beaches
Inspecting Teacher	Kim Murray
Placed Student	Select
Start Date	13/10/2014
End Date	17/10/2014
Vocation	CONS11 - Construction
Status	Opportunity
Placed For	James Chuckshank
Placement Pattern	One Week Block
Placement Mode	Structured Work Placement
Area of Study	Building & Construction
Documentation	Completed
Total Hours	35.00
Total Days	5
Batch	

At the bottom right of the form, there are '+ SAVE' and 'X CANCEL' buttons.

As you can see, all fields are 'greyed' out; you are unable to edit these. The only field available is the 'Placed Student' field. This is where you choose the student you wish to allocate to the placement from the drop down.

**After choosing a student, click save.**

Once you have allocated a student/class, create a **TASK** or Email to the corresponding NBBEN staff member advising allocations are complete and ready to be confirmed.

NBBEN will then advise when confirmations are complete.

# Reports Tab

Schools are now able to run and print their own reports/confirmations.

By running your mouse over the Reports Tab, you are able to choose from a selection of options:

The screenshot shows the Northern Beaches Business Education Network Inc. dashboard. The top navigation bar includes links for DASHBOARD, STUDENTS, PLACEMENTS, REPORTS, and ACTIVITIES. The REPORTS menu is open, showing options: Placement Summary Brief, Placement Student Detailed BULK, Placement Summary Detailed by Allocated School, Placement Opportunities by Vocation, and Correspondence Report. The main content area displays a 'Pending Tasks' table, an 'UnAssigned Placement' table, and a 'Notes Summary' table.

**Pending Tasks**

Task For	Assigned To	Student Name	Subject	Date
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**UnAssigned Placement**

Employer	Start Date	End Date
Design It Landscapes Pty. Ltd	13/10/2014	17/10/2014
Design It Landscapes Pty. Ltd	21/07/2014	25/07/2014
Design It Landscapes Pty. Ltd	21/07/2014	25/07/2014
Design It Landscapes Pty. Ltd	07/07/2014	11/07/2014
Design It Landscapes Pty. Ltd	07/07/2014	11/07/2014

**Notes Summary**

Notes For	Description	Date
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## Available Reports

Placement Summary Brief

Placement Student Details BULK


Placement Summary Details by Allocated School

Placement Opportunities by Vocation

Correspondence Report

## Report Descriptions


**Placement Summary Brief:** Brief report filtered by Placement Status/Area of Study & Date Range. Can be viewed online, printed/PDF or exported to Word or Excel.



Northern Beaches Business Education Network Inc.

Placement Summary - Brief

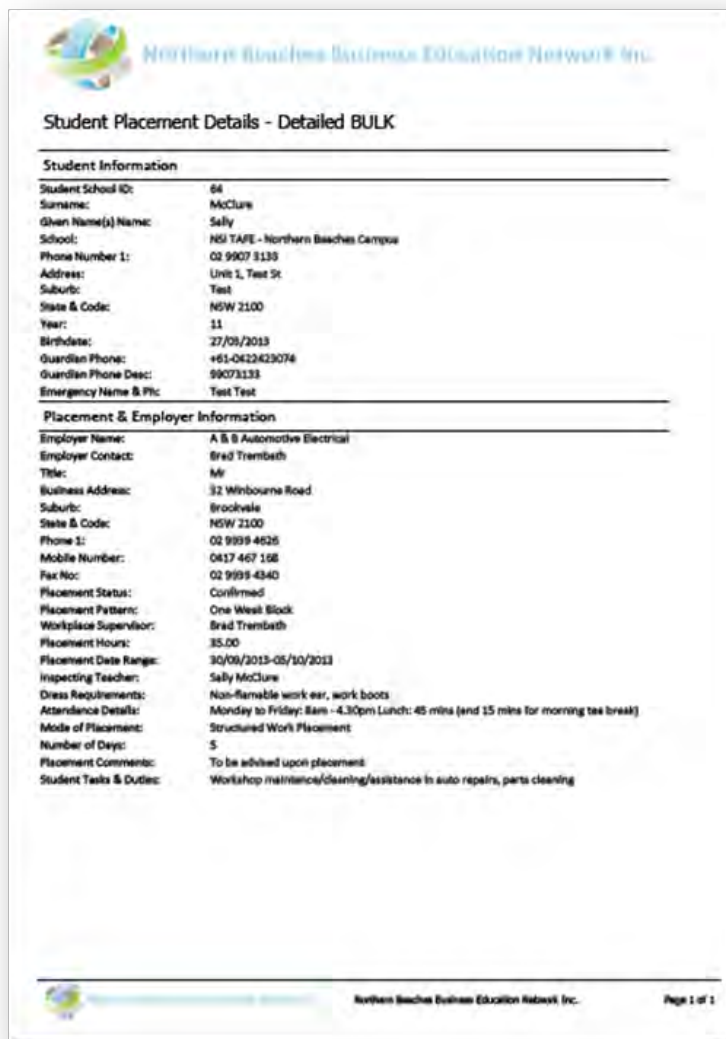
Student Name	School	Employer Name	Vocation	Dates	Status
		The Collaroy Centre	HOSP12 - Hospitality CC Year 12 HSC	26/05/2014 - 30/05/2014	Opportunity
		The Collaroy Centre	HOSP11 - Hospitality CC Year 11 HSC	09/06/2014 - 13/06/2014	Opportunity
		The Collaroy Centre	HOSP11 - Hospitality CC Year 11 HSC	30/06/2014 - 04/07/2014	Opportunity
		The Collaroy Centre	HOSP12 - Hospitality CC Year 12 HSC	07/07/2014 - 11/07/2014	Opportunity
		The Collaroy Centre	HOSP12 - Hospitality CC Year 12 HSC	29/09/2014 - 03/10/2014	Opportunity
		The Collaroy Centre	HOSP11 - Hospitality CC Year 11 HSC	13/10/2014 - 17/10/2014	Opportunity
		Miramare Gardens (Cookery)	HOSP11 - Hospitality CC Year 11 HSC	09/06/2014 - 13/06/2014	Opportunity
		Miramare Gardens (Cookery)	HOSP11 - Hospitality CC Year 11 HSC	30/06/2014 - 04/07/2014	Opportunity
		Miramare Gardens (Cookery)	HOSP12 - Hospitality CC Year 12 HSC	07/07/2014 - 11/07/2014	Opportunity
		Miramare Gardens (Cookery)	HOSP12 - Hospitality CC Year 12 HSC	29/09/2014 - 03/10/2014	Opportunity
		Miramare Gardens (Cookery)	HOSP11 - Hospitality CC Year 11 HSC	13/10/2014 - 17/10/2014	Opportunity
		Miramare Gardens (Cookery)	HOSP11 - Hospitality CC Year 11 HSC	09/06/2014 - 13/06/2014	Opportunity
		Miramare Gardens (Cookery)	HOSP11 - Hospitality CC Year 11 HSC	09/06/2014 - 13/06/2014	Opportunity
		Miramare Gardens (Cookery)	HOSP11 - Hospitality CC Year 11 HSC	09/06/2014 - 13/06/2014	Opportunity
		Miramare Gardens (Cookery)	HOSP11 - Hospitality CC Year 11 HSC	30/06/2014 - 04/07/2014	Opportunity
		Miramare Gardens (Cookery)	HOSP11 - Hospitality CC Year 11 HSC	30/06/2014 - 04/07/2014	Opportunity



Northern Beaches Business Education Network Inc.

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**Placement Student Details BULK:** Report used for mainly CONFIRMED placements — half student details half Employer details. Can be filtered by Placement Status/Area of Study & Date Range. Can be viewed online, printed/PDF or exported to Word or Excel (PDF recommended).



**Student Placement Details - Detailed BULK**

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**Student Information**


Student School ID:	64
Surname:	McClure
GIVEN Name(s) Name:	Sally
School:	NSI TAFE - Northern Beaches Campus
Phone Number 1:	02 9907 3133
Address:	Unit 1, Test St
Suburb:	Test
State & Code:	NSW 2100
Year:	11
Birthdate:	27/09/2013
Guardian Phone:	+61-0432423074
Guardian Phone Desc:	99073133
Emergency Name & Pnc:	Test Test

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**Placement & Employer Information**

Employer Name:	A & B Automotive Electrical
Employer Contact:	Brad Trembath
Title:	Mr
Business Address:	32 Winbourne Road
Suburb:	Brookvale
State & Code:	NSW 2100
Phone 1:	02 9999 4626
Mobile Number:	0417 467 156
Fax No:	02 9999 4340
Placement Status:	Confirmed
Placement Pattern:	One Week Block
Workplace Supervisor:	Brad Trembath
Placement Hours:	35.00
Placement Date Range:	30/09/2013-05/10/2013
Inspecting Teacher:	Sally McClure
Dress Requirements:	Non-flammable work ear, work boots
Attendance Details:	Monday to Friday: 8am - 4.30pm Lunch: 45 mins (and 15 mins for morning tea break)
Mode of Placement:	Structured Work Placement
Number of Days:	5
Placement Comments:	To be advised upon placement
Student Tasks & Duties:	Workshop maintenance/repairing/assistance in auto repairs, parts cleaning



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**Please Note:** This report was sent by NBBEN as Student Placement Details. NBBEN are happy to keep sending this through for beginning of the year with the Host Employer Details — please advise ASAP.



**Placement Summary Details by Allocated School:** More detailed list of opportunities/ placements with blank box to allocate a student. Report can be filtered by Placement Status/Area of Study & Date Range. Can be viewed online, printed/PDF or exported to Word or Excel.

 Northern Beaches Business Education Network Inc.					
Placement Summary - Detailed by Allocated School or Employer					
Employer & Address	Ph / Fax / Contact	Start / End	Attendance Details	Duties & Tasks	
Warringah Brake & Clutch 9-13 Winbourne Road,,Brookvale,NSW,2100	02 9938 3055 02 9905 5961 Howard Wood	03/03/2014 07/03/2014	Monday to Friday, 8:00am-4:30pm Lunch: 1 Hr	Assistance in repairs to motor vehicles under supervision of service manager	<input type="text"/>
Warringah Brake & Clutch 9-13 Winbourne Road,,Brookvale,NSW,2100	02 9938 3055 02 9905 5961 Howard Wood	05/05/2014 09/05/2014	Monday to Friday, 8:00am-4:30pm Lunch: 1 Hr	Assistance in repairs to motor vehicles under supervision of service manager	<input type="text"/>
Warringah Brake & Clutch 9-13 Winbourne Road,,Brookvale,NSW,2100	02 9938 3055 02 9905 5961 Howard Wood	12/05/2014 16/05/2014	Monday to Friday, 8:00am-4:30pm Lunch: 1 Hr	Assistance in repairs to motor vehicles under supervision of service manager	<input type="text"/>
Warringah Brake & Clutch 9-13 Winbourne Road,,Brookvale,NSW,2100	02 9938 3055 02 9905 5961 Howard Wood	19/05/2014 23/05/2014	Monday to Friday, 8:00am-4:30pm Lunch: 1 Hr	Assistance in repairs to motor vehicles under supervision of service manager	<input type="text"/>
Warringah Brake & Clutch 9-13 Winbourne Road,,Brookvale,NSW,2100	02 9938 3055 02 9905 5961 Howard Wood	30/06/2014 04/07/2014	Monday to Friday, 8:00am-4:30pm Lunch: 1 Hr	Assistance in repairs to motor vehicles under supervision of service manager	<input type="text"/>
Warringah Brake & Clutch 9-13 Winbourne Road,,Brookvale,NSW,2100	02 9938 3055 02 9905 5961 Howard Wood	07/07/2014 11/07/2014	Monday to Friday, 8:00am-4:30pm Lunch: 1 Hr	Assistance in repairs to motor vehicles under supervision of service	<input type="text"/>
 Northern Beaches Business Education Network Inc.					
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**Placement Opportunities by Vocation:** Detailed report — one page per Employer. Report included spaces for allocating/rating students ability. Report can be filtered by Placement Status/Area of Study & Date Range. Can be viewed online, printed/PDF or exported to Word or Excel.



Northern Beaches Business & Education Network Inc.

Placement & Opportunity Summary - by Allocated School with Profile

Vocation	Start Date	End Date	Student Design	Skill Level	Motivation
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Employer Profile

Employer Name: The Collaroy Centre

Industry Group: Hospitality

Primary Contact: Mr Nareesh Strohl

Contact Position: Executive Chef

Phone: 02 9982 8570

Fax No: 0412 242 827

Mobile Phone: 02 9971 1695

Supervisor: Nadeem

Supervisor Position: Senior Chef

Supervisor Phone: 02 9982 8570

Postal Address: Homestead Avenue,

Suburb: Collaroy

State & Code: NSW 2097

Street Address: Homestead Avenue,

Suburb: Collaroy

State & Code: NSW 2097

Attendance Details: Monday to Friday: 7am - 3pm Lunch: 30 Mins

Student Tasks & Duties: Assist in all aspects of cooking and service of food, cleaning and maintenance of premises

Student Req's & Comments: Student must be willing to learn, be a team player and reliable

Dress Requirements: Chefs uniforms (clean and tidy). Non slip shoes - clean and tidy everyday (Black School Shoes)

HOBP12 - Hospitality CC Year 12 HSC

17/02/2014

12/12/2014

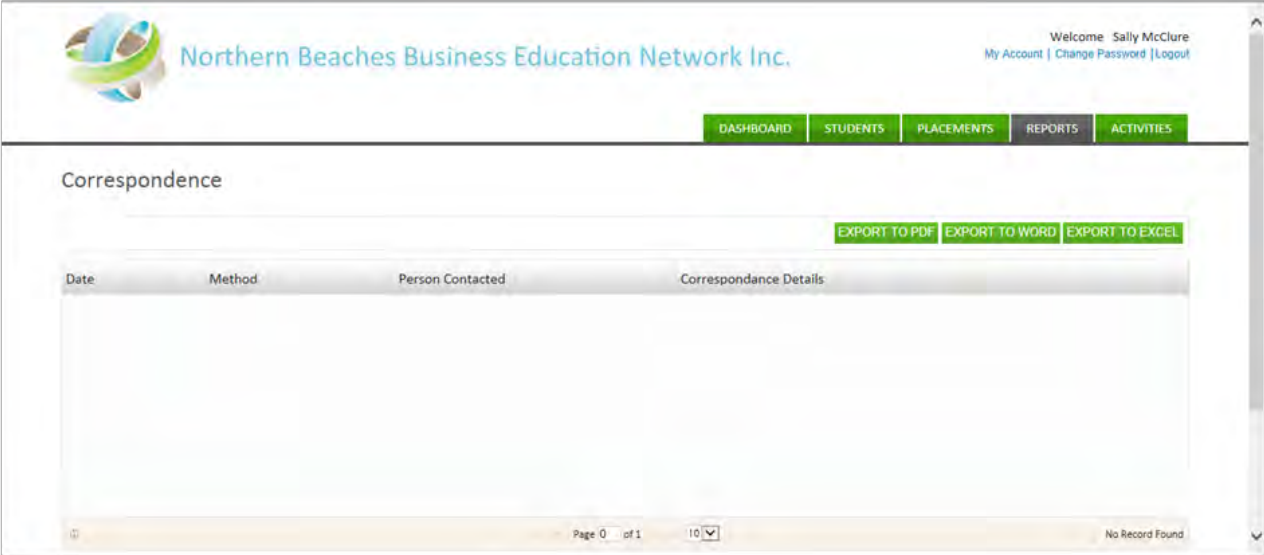


Northern Beaches Business & Education Network Inc.

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**Correspondence Report:** Any correspondence you enter for students can be printed as a report. Industry Connect allows you to keep correspondence for all individual students, as well as a report to keep track of or print.



Once you start entering correspondence, the above page will start to build up. Can be viewed online, printed/PDF or exported to Word or Excel.

# Activities Tab

Industry Connect allows all users to create Tasks & Notes for all students/placements/employers. Tasks can be created for yourself, other staff members (internal) and NBBEN staff (external).

The screenshot shows the dashboard of the Northern Beaches Business Education Network Inc. The user is logged in as Sally McClure. The 'ACTIVITIES' tab is selected, showing sub-tabs for 'Tasks' and 'Notes'. The 'Tasks' sub-tab is active, displaying a 'Pending Tasks' table and an 'UnAssigned Placement' table. The 'Notes Summary' table is also visible.

Task For	Assigned To	Student Name	Subject	Date
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Employer	Start Date	End Date
Out of Africa Restaurant Pty Ltd	13/10/2014	17/10/2014
Out of Africa Restaurant Pty Ltd	29/09/2014	03/10/2014
Out of Africa Restaurant Pty Ltd	07/07/2014	11/07/2014
Out of Africa Restaurant Pty Ltd	30/06/2014	04/07/2014
Out of Africa Restaurant Pty Ltd	09/06/2014	13/06/2014

Notes For	Description	Date
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To add a Task, click Task under the Activities Tab. Then click ADD.

The screenshot shows the 'Activities » Task' screen. The 'ACTIVITIES' tab is selected, and the 'Task' sub-tab is active. A red circle highlights the '+ ADD' button in the top right corner. Below the button is a table with columns for Action, Task For, Assigned To, Subject, Date, and Status. The 'Task For' and 'Assigned To' columns have dropdown menus. The 'Status' column has a dropdown menu. The 'Action' column has checkboxes and icons for editing and deleting tasks.

Action	Task For	Assigned To	Subject	Date	Status
<input type="checkbox"/>	Select	Select	Select	Select	Select

This screen will allow you to view all Pending and Completed tasks you have entered.

## Task Steps

- 1) Choose who the Task is for (student or placement).
- 2) Enter the Task Subject
- 3) Choose who you would like to assign the task to (Admin/Staff — NBBEN staff or Teacher — internal teachers from your school).  
*Another drop down will appear to the right of the original drop down to choose from.*
- 4) Fill in any other fields you require, Enter the description and click Save.
- 5) Once a Task has been created — you will receive a automated confirmation email. If you create a Task for NBBEN or Internal Staff Member — the assigned contact will also receive a confirmation email.

The screenshot shows the 'Activities » Task' page of the Northern Beaches Business Education Network Inc. The page has a header with the logo, the name 'Northern Beaches Business Education Network Inc.', and a user greeting 'Welcome Sally McClure' with links for 'My Account', 'Change Password', and 'Logout'. Below the header is a navigation bar with tabs: 'DASHBOARD', 'STUDENTS', 'PLACEMENTS', 'REPORTS', and 'ACTIVITIES'. The 'ACTIVITIES' tab is selected. The main content area is titled 'Activities » Task' and contains a 'Task Detail' form. The form has two columns of fields. The left column includes 'Task For\*' (a dropdown menu), 'School Name\*' (a dropdown menu showing 'NSI TAFE - Northern Beaches C'), 'Student Name\*' (a dropdown menu), 'Student Group\*' (a dropdown menu), 'Date\*' (a date picker), and 'Description' (a text area). The right column includes 'Task Subject\*' (a text field), 'Assign To\*' (a dropdown menu), 'Year Level\*' (a dropdown menu), 'Student Course\*' (a dropdown menu), and 'Status\*' (a dropdown menu showing 'Pending'). At the top right of the form area are '+ SAVE' and '+ CANCEL' buttons. At the bottom right of the form area are also '+ SAVE' and '+ CANCEL' buttons.

You are able to use the Tasks function for a range of different items including:

- Adding reminders for yourself
- Adding reminders/tasks for a internal teacher (if you are away and require a student to be allocated — you can add a task for another teacher to look after)
- Adding a task to NBBEN staff to advise allocations are completed and ready to be confirmed
- Adding a task to NBBEN staff to advise of a single student placement is required

Ensure to always check your Tasks on your Dashboard/Emails as other teachers/NBBEN staff are also able to create Tasks for you!

Once a Task is created, ensure to change the Status to **COMPLETED**.

## Notes Steps

- 1) Under the Activities Tab — click Notes and then Add.
- 2) Just as the Tasks function — choose who your note is for (placement/student).
- 3) Enter the remaining fields and click Save.

The screenshot displays the web interface of the Northern Beaches Business Education Network Inc. The header includes the organization's logo, name, and a user welcome message for Sally McClure with links for 'My Account', 'Change Password', and 'Logout'. A navigation bar contains tabs for 'DASHBOARD', 'STUDENTS', 'PLACEMENTS', 'REPORTS', and 'ACTIVITIES'. The 'ACTIVITIES' tab is selected, leading to the 'Activities » Notes' page. The page features a form titled 'Notes Detail' with the following fields: 'Notes For\*' (dropdown), 'Student Name\*' (dropdown), 'Student Group\*' (dropdown), 'Date\*' (calendar icon), 'School Name\*' (dropdown, pre-selected as 'NSB TAFE - Northern Beaches'), 'Year Level\*' (dropdown), and 'Student Course\*' (dropdown). A large text area for 'Description\*' is at the bottom. Green '+ SAVE' and '+ CANCEL' buttons are located at the top right and bottom right of the form area.

## 5. Need Help?

We are here to help so please do not hesitate to contact our NBBEN staff if you have any questions or concerns.

**Carolina Barajas**

Team Leader

Work Placement Support Programme

Ph: 02 9907 3133

Mob: 0422 423 074

E: [cbarajas@nbben.com.au](mailto:cbarajas@nbben.com.au)



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## Notes

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## Notes

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